

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title:	Revenue Enforcement Agent (Collector)
Position Number:	58166653
Division:	Business & Income Taxes
Band/Salary:	4/\$13.84 - \$15.14/hr DOQ *Training Assignment salary would be 5% less DOQ
Status:	Permanent/Full-Time
Location:	Helena
Union:	Yes
Supplement:	Yes
Closing Date:	December 11, 2008

A ten key with decimal test is required when submitting your application. These can be completed at your local job service.

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as a Revenue Enforcement Agent, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with the public and other agencies of government. The position requires math and computer skills and the ability to communicate professionally, effectively, and respectfully with the public, other agency representatives, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue, as well as, the ability to make sound decisions and be accountable for them, is essential.

Some of the duties for a Revenue Enforcement Agent include the initial contact for collection of delinquent accounts. This involves researching and analyzing information using a variety of collection methods to secure repayment of liability owed to other agencies of state, county and city government. Work often involves high stress situations. Focus is on phone collection activities. Exercises independent judgment to evaluate and plan collection strategies on a "case by case" basis to obtain payment from debtors; determines financial and credit availability for payment of debt for individuals; contacts customers (primarily by phone) and uses other means of communications such as letters and email to resolve customer liabilities due other agencies who have contracted with the department for debt collection services; monitors accounts as needed to ensure customers comply with payment arrangements; and records and maintains on-line data on the department's system for collection activities and debtor contacts as a record of collection activity.

Knowledge of general debt collection practices, theories and strategies and basic knowledge of accounting theory and practice are important. Ability to quickly research multiple data bases and information to identify liability amount(s), employers, address, phone numbers, etc.; to make decisions and determine appropriate methods of collection activities; to manage a complex and heavy workload, sometimes with conflicting priorities; to maintain composure in adversarial confrontations and situations; to maintain confidentiality of all records and

transactions; to prioritize activities; and to handle multiple projects. Requires good oral and written communication skills. Experience in telephone collections with a working knowledge of effective techniques of negotiation or persuasion are desired.

The above competencies are typically acquired through a combination of education and experience equivalent to graduation from high school, college-level accounting course work, and three years of investigative debt collection experience including credit/finance work. Other combinations of education and experience that could provide these knowledge, skills and abilities will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$25,000.00 / yr is:

Wages:	\$25,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,725.00

Total Average Wage Package \$33,805.00

Application Process and Deadlines

- This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue.
- All application materials must be received by 5:00 PM on the closing date.
- Application materials may be submitted by sending directly to:
Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604
- Applications can be taken to any Montana Job Service Office and must be date stamped by the closing date, or
- You can fax your application to the Human Resource Office at 406-444-6998. If you fax your application, you will need to call 406-444-9858 to verify all pages are legible
- **Late, unsigned or incomplete applications will not be considered.**

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplemental questions.

3. 10 key decimal test from job service.
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Training Assignment: A training assignment may be considered if an applicant does not meet the minimum qualifications. The salary for a training assignment is typically 5% less than the advertised salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

Supplement Questions

Position Number: 58166653
Position Title: Revenue Enforcement Agent (Collector)
Application Deadline: December 10, 2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Describe to us what you consider good work ethics. How do you apply these work ethics in your daily work routine?
2. Please tell us why you are interested in this job and what makes you the best candidate to fill this position. Include knowledge, skills, experience, past employment, education, etc. Please explain how the information you have provide on the application relates to this position.